**04 Sep 2012**

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| **Presenter** | **Topics** | **Time** |
| **Chair** | Call to Order |  |
| **Secretary** |  Past Minutes | 5 |
| **All** | Approve or Amend Past Minutes |  |
| **Treasurer** | Report* Update
* Audit due Sept. – delivery to Richard
* Laptop
* Transition – status and expected completion
* Quickbooks CD – installation on laptop
 | 15 |
| **Program** | Report* September speaker Nick Warren on Failure Analysis Lab has agreed to be recorded for posting onto website
* Jemmie has volunteered his tripod and HD camcorder. We need a microphone and recorder device**.** Provide status of recording equipment.
* Workshop for September
* Jim Bowie contact
 | 10 |
| **Membership** | Report* Able to provide Harry year end numbers for member count, new members, and renewed members?
* Udpates/requests?
 | 5 |
| **Education** | Report* Updates/requests?
 | 10 |
| **Publicity** | * Updates/requests?
* Posting for open positions/Education Committee
 | 5 |
| **Web Liaison** | * Update
* Transition of Web Liaison functions
* Provide Crystal outline of Transition Checklist and Job Description – Joe
 | 10 |
| **Web Master** | * Website presentation from Roundpeg
 | 60 |
| **VoC** | * Survey status
* Updates/requests?
 | 10 |
| **Chair** | Report* Business Plan for 2011-2012 due to National in Sept.
* Business Plan for 2012-2013 is due to national in Oct. – Vote to approve 2012-2013 Business Plan
 | 20 |
| **Walk Ins** | Miscellaneous |  |